



CHERITON BISHOP PARISH COUNCIL

Minutes of the Cheriton Bishop Parish Council Annual Meeting held on 5th May 2021 using virtual Zoom technology as permitted by the Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020

Present: Cllr Milton (Chair), Cllr Ball, Cllr Benjamin, Cllr Edwards, Cllr Salmon, Cllr Tomlinson, Cllr Westcott and Cllr Wood

In attendance: the clerk

1. To receive and accept apologies

There were no apologies.

2. To elect the Chair of the Council

Cllr Milton was elected as the Chair (proposed Cllr Benjamin, seconded Cllr Wood).

3. To elect the Vice Chair(s) of the Council

Cllr Benjamin (proposed Cllr Edwards, seconded Cllr Westcott) and Cllr Wood (proposed Cllr Benjamin, seconded Cllr Westcott) were elected as Vice Chairs.

4. To receive declarations of interest:

No declarations of interest were declared.

5. Public Participation

No members of public were present.

6. To review Committee structures and to confirm the members of each Committee

It was **resolved** that responsibilities would be as follows:

Social Media – Cllr Benjamin and Cllr Tomlinson

Roads & Footpaths – Cllr Wood, Cllr Milton and Cllr Tomlinson

Newsletter – Cllr Edwards

HR – Cllr Edwards

Finance & Budget – Cllr Wood

Glebelands Play Area Co-ordinator – Cllr Milton

Asset Management – Cllr Salmon

Lead on Highways Project – Cllr Ball

Lead on Village Green Project – Cllr Wood

Lead on Glebelands Play Area Improvements – Cllr Benjamin

Biodiversity Project – Cllr Benjamin, Cllr Salmon, Cllr Tomlinson, Cllr Westcott and Cllr Wood

7. To confirm the representative on the Newsletter Committee

It was **resolved** that Cllr Edwards will be the representative on the Newsletter Committee

8. To review the Council's insurance policy

It was **resolved** that the items listed at Part C All Risks should be updated to remove obsolete assets and include new assets. The policy is due for renewal at the end of May. **Clerk** to obtain three quotes for comparison which should by then include the play area.

9. To confirm the Council's Asset Register

It was **resolved** that the John Deere mower and old benches from the Village Green will be removed from the register. The new noticeboard and sign, bike rack, wendy house and new benches with hardstanding at the Village Green to be added.

10. To review policies/procedures

All the Council's policies/procedures are up to date save for the Financial Regulations 2015. **Clerk** to review these and report to Council. Devon Home Choice document on website is not a policy or procedure. **Clerk** to liaise with Cllr Westcott regarding this.

11. To agree the dates and times of Parish Council meetings for the next year:

The following dates were agreed: 10th May, 14th June, 13th September, 11th October, 8th November, 13th December, 10th January, 14th February, 14th March, 11th April and 9th May

12. Date and time of next Annual Meeting – Monday 9th May 2022